



980 9TH STREET, SUITE 480
SACRAMENTO, CA 95814

JOB DESCRIPTION: Communications Assistant

Job Title: Communications Assistant
Department: Communications/Media Relations
Reports To: Deputy Director
Classification: Regular, Full Time Non-Exempt
Supervisory responsibility: No
Position Start Date: On or around June 1, 2006
Regular Daily Hours: 8:00 a.m. – 5:00 p.m.
Salary Range: \$25,000 – \$37,000 DOE (Depending on Experience)

Position Summary:

Take direction from and be responsible for providing administrative assistance to the CTTC's Deputy Director and as well as from the Communications/Media Relations department staff including: drafting business correspondence; providing administrative support to departments; overseeing department filing system; assisting with media outreach; event coordination; manage and update contact management system; and other general office support functions.

Key Duties & Responsibilities:

<u>Estimated % of Time</u>	<u>Activity</u>
50%	Provide administrative assistance to the CTTC's Communications/ Media Relations Department, including: keep over 5000 contacts current using ACT! software (contact management system); keep Outlook calendar for Deputy Director; set up meetings; process incoming e-mail; process incoming mail; answer incoming calls; set up conference calls; make travel arrangements; process travel claims; process incoming and outgoing faxes; make copies; provide back up for Executive Assistant as well as provide all daily breaks for the receptionist.
40%	Work on a variety of special projects such as: special event preparation, Commission meeting preparation, press tracking, media outreach, special projects, general correspondences, media fact checking and research.
10%	Other duties as assigned by supervisor.

Essential Qualifications:

Candidate must have previous experience with office administration, strong technical skills, competent in a variety of Microsoft Office products, including Word, Excel, Outlook and PowerPoint. Previous experience and competency with ACT! or other contact management systems a plus. Candidate must possess strong writing and interpersonal skills, and should be able to type a minimum of 40 words per minute. Candidate must be proficient in conducting internet research and should be able to solve problems with minimum supervision. Previous professional experience and degree in marketing, public relations or communications a plus.

Compensation:

In addition to salary, CTTC offers medical, dental, vision, disability, sick and vacation leave, and a 401k plan.

How to Apply

Please send your cover letter, writing samples and resume by email to Tracy Garrett, Finance Manager/HR, at tgarett@cttc1.com, prior to May 31, 2006.